

REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE						DD5/OC-007	
1. TITLE OF REPORT (If a fill-in report include Form No.) <b>Review of OC-OPI Forms</b>						2. TYPE OF REPORT <input type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input checked="" type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA	PERSONNEL		TRAINING		1 ADMIN. GENERAL OTHER (specify)		
	LOGISTICS		SECURITY				
	MEDICAL		FINANCE		2 COMMUNICATIONS		
4. NO. OF COPIES PREPARED 1 (copy reviewed only)		5. FREQUENCY (weekly, monthly, quarterly, etc.) <b>Annually</b>			6. DISTRIBUTION (No. of components not number of copies) <b>1</b>		
7. FORMAT (memorandum, form computer print-out, etc.) <b>Typed listing</b>		8. ADP PROCESSING <input type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. <input checked="" type="checkbox"/> NO			9. DIRECTIVE AUTHORITY REQUIRING REPORT		
10. PREPARING COMPONENT (include lowest level contributing information to report)  <b>OC-P</b>				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)  <b>None to OC-P</b>			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR
GS-16-6	14.89		1/2		7.45		1 7.45
GS-15-7	13.20		1		13.20		1 13.20
GS-07-8	4.80		1/2		2.40		1 2.40
						TOTAL: \$23.05	
B. COSTS OF COMPUTER PRODUCED REPORTS							
TOTAL COSTS PER YEAR							
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.  Pre-prepared listing of all forms utilized is reviewed annually to determine if any forms can be discontinued or improved.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						ESTIMATED SAVINGS	
						MAN-HOURS	DOLLARS
						STAT	
16. DATE OF INVENTORY <b>7 October 1970</b>		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION <b>Approved For Release 2006/11/13 : CIA-RDP75-00399R000100090035-0 Deputy Chief, Program Coordination Staff, OC</b>				18. EXTENSION <div style="border: 1px solid black; height: 20px; width: 100px;"></div>	